



D.C. PRETRIAL SERVICES AGENCY
OFFICE OF HUMAN RESOURCES, STRATEGIC
PLANNING, ANALYSIS AND EVALUATION

MAILING ADDRESS

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VACANCY ANNOUNCEMENT

Announcement Number: 04-14 (MPP)(DEU)

Opening Date: July 7, 2004

Closing Date: August 6, 2004

Area of Consideration: All Sources

Job Title, Series, and Grade: Operations Director, SL-0101-00/00
Permanent, Full-Time, Career or Career-Conditional

Salary: \$120,278 – \$145,600 Annual

Location: Office of Operations
Pretrial Services Agency (PSA)
Washington, DC

RELOCATION EXPENSES ARE NOT AUTHORIZED.

The Office of Operations is responsible for direction of PSA programs and oversight of daily operations and staff supervision. This Office designs and implements programs and determines program structure, priorities and resource allocations. It is also responsible for planning and evaluation, policy development and implementation, program development, coordination and integration, and internal management systems and services.

SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Manages and directs PSA operations, designing and implementing program and organizational structure and directing the development of policies and internal systems. Provides advice on all phases of program operations to the agency Director and Deputy Director. Programs managed include diagnostic screening and assessment and research of criminal history of arrestees; release recommendations, supervision of and assistance to defendants in meeting pretrial obligations; criminal justice outreach; monitoring and reporting to the court on defendants in pretrial status; drug intervention and treatment programs; and related records and other management systems.
- Oversees and directs long and short-range program planning and evaluation functions for PSA program operations. Assesses the need for, designs and

- implements planning and evaluation methodologies. Determines goals and objectives and translates PSA program priorities into specific program outcomes. Identifies external considerations such as economic, political or technological factors that affect PSA programs and integrates them into the planning process. Participates in the development and application of performance based evaluation techniques to measure operational effectiveness in achieving established goals and objectives.
- Serves as the principal advisor to the agency Director and Deputy Director, providing advice on highly complex or controversial program matters.
 - Manages resources allocated to PSA operations programs. Determines projects and programs to be undertaken, anticipates changes in PSA program priorities and recommends response.
 - Supervises, directly or indirectly, specialists and managers in criminal justice, social service and related disciplines through the GS-15 level. Establishes program and organizational structure and performance objectives and evaluates individual and collective performance and progress. Leads efforts to implement personnel programs.
 - Responsible for the application of state-of-the-art technology in the design and maintenance of integrated systems that meet internal requirements, assure protection of confidential data, and facilitate adequate and timely interface between PSA systems and those of external agencies.
 - Identifies the need for and leads studies and research in areas such as defendant demographics, rates of success in treatment programs, and best practices among pretrial services organizations in other jurisdictions.
 - Represents and speaks for the Director and Deputy Director in various forums in both the public and private sectors. Works with counterpart program officials to coordinate programs. Explains policies and programs and fosters effective working relationships with PSA internal and external stakeholders.

Qualification Requirements:

1. Basic professional requirements:
 - A. Four year degree in criminal justice, sociology, psychology, social work or a related field; or
 - B. A combination of 24 semester hours, or equivalent, in a related field plus experience that provided knowledge, skills and abilities sufficient to perform progressively responsible work in the occupation; or
 - C. Experience that provided knowledge, skills and abilities equivalent to those gained through a 4-year degree.(NOTE: Candidates who qualify on the basis of B or C above must demonstrate a total of 3 years of directly related experience or education. Qualifying education is counted toward this requirement at a rate of 30 semester hours, or equivalent, for a year of experience.)

AND

2. One year of specialized experience related to the duties of the position that was comparable in difficulty and responsibility to the GS-15 level.

This position is designated as a *secondary* law enforcement position for purposes of coverage by the law enforcement retirement provisions. Only candidates who have **at least 3 years of current federal service in primary law enforcement positions** would be eligible for law enforcement retirement coverage while occupying this position. A selected candidate who does not have the required service under *federal law enforcement retirement provisions* will be expected to sign a statement acknowledging that he/she will not be covered by law enforcement retirement.

Evaluation Methods:

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements and the selective factor, their application/resume will be evaluated against the knowledge, skills and abilities required for this position.

Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

The selective factor must be met to be eligible for this position.

Selective Factor:

Extensive experience in positions managing pretrial, probation or related court services programs in a large metropolitan area. The position must have included responsibility for program and policy development.

To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Thorough knowledge and understanding of the laws, organizational structure, mission and functions, and interrelationships among pretrial, probation and related court services and skill in management of programs in these areas.
2. Skill in leading projects, programs or research that has led or can lead to major advances in the pretrial, probation or related court services fields.
3. Ability to provide leadership in a) setting expected performance levels commensurate with strategic objectives; b) motivating a diverse staff of professional and technical personnel; c) developing and implementing a vision for the organization that integrates key goals, priorities, values, internal and external issues; d) balancing change and maintaining continuity and focus; and e) balancing efficiency and effectiveness in making decisions related to program service delivery.
4. Ability to incorporate and apply basic principles of finance, budget, procurement, human capital and information technology services in managing an operational program.
5. Skill in representation of complex criminal justice programs in a variety of external forums and expertise in verbal and written communication.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants must submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612) or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at <http://www.usajobs.opm.gov/b.htm> or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses.
- (2) A supplemental sheet addressing the selective factor and each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education/training in each factor.

Candidates currently or previously employed with the Federal government must submit:

- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, financial disclosure, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period. A one-year supervisory probationary period is also required.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Valerie Taylor, (202) 220-5640.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

